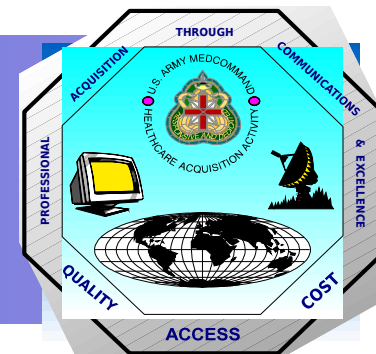




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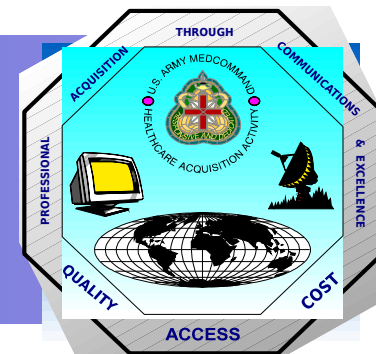
THE IMPAC PURCHASE CARD

- INTENDED USE IS FOR ONE-TIME PURCHASES UNDER \$2,500
- IF YOU HAVE A RECURRING DEMAND, WHERE YOU WOULD SPEND OVER \$2,500 A YEAR, CONTACT YOUR REGIONAL CONTRACTING OFFICE OR CENTER FOR ASSISTANCE IN DEVELOPING THE BEST CONTRACT METHOD FOR YOUR REQUIREMENT.

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THE IMPAC PURCHASE CARD

• TYPICALLY USED FOR MICRO-PURCHASES (THOSE UNDER \$2,500):

- o REPAIR PARTS
- o OFFICE SUPPLIES
- o COMPUTER REPAIRS
- o LEASE OF VEHICLE (short term- 1 or days)
- o TRAINING (up to \$25,000)
- o PRINTING (when approved)

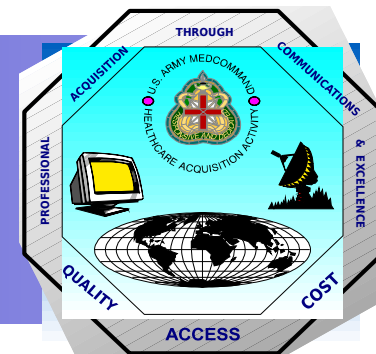


• FOR PAYMENT MECHANISM AGAINST A CONTRACT

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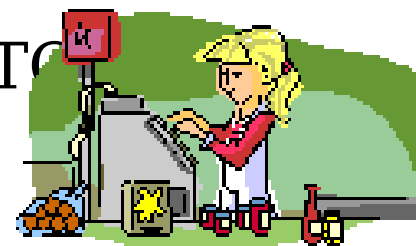


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BENEFITS OF USING THE IMPAC PURCHASE CARD

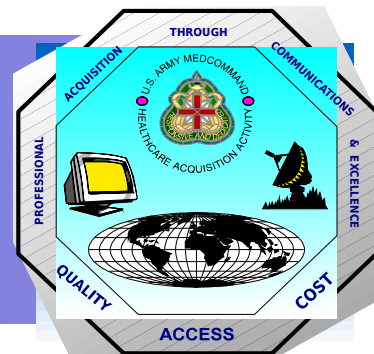
- REDUCES ORDER/SHIP TIME
 - URGENT REQUIREMENTS
 - DEADLINED EQUIPMENT
- ITEMS SHIPPED TO UNIT
- MAY BE PICKED UP AT THE STORE
- BULK FUNDING



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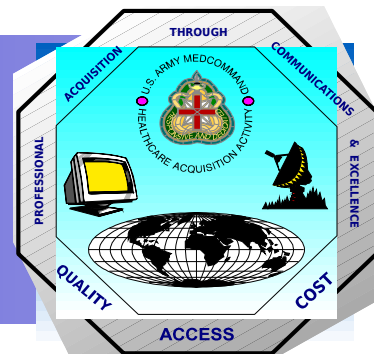
HOW THE IMPAC PURCHASE CARD WORKS

- The cardholder presents the merchandise and card to the supplier
- After totaling the merchandise, the supplier processes the card information through an electronic terminal to obtain authorization
- The Supplier requests authorization for purchase
- The request is transmitted electronically to US Bank through Visa's telecommunications network
- US Bank verifies the account number and spending control limits.
- The cardholder receives the merchandise, card and one copy of the completed sales draft

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HOW THE IMPAC PURCHASE CARD WORKS

(continued)

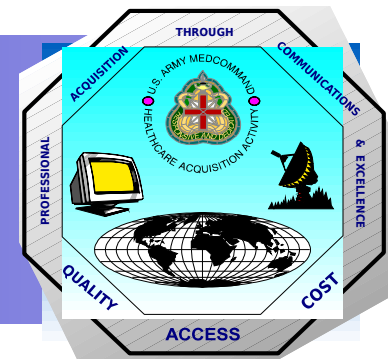
- At the end of the day, the supplier batches and deposits the sales drafts with the processing bank who issues credit for the purchases
- The bank electronically transmits the sales draft information to US Bank, the card issuer, who applies the charges to the appropriate cardholder accounts
- The same basic procedures are followed for mail and phone-order purchases, but the supplier may require additional information for verification



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GENERAL RULES

- Must be readily available – can't purchase something on backorder
- Must be a commercial item
- Cannot be a personal service



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